

The Facility Contact is responsible for granting and removing WyIR user access as necessary for employees with his or her facility. The Facility Contact may do the following:

- > **Search for User**
- > **Add New User**
- > **Update User**
- > **Inactivate/Reactivate User**

>> Getting Started

Before managing WyIR user accounts, the Facility Contact and all WyIR users to be added or updated should ensure that their email service is not filtering/blocking emails being sent by the **WyIR Scheduler (do-not-reply@stchome.com)**. These emails will contain URLs to initiate password setup and reset.

More information on passwords can be found in the [INQWYIR Password Management Guide](#).

>> Search for Existing Users

Before adding a user of any access level, the Facility Contact must search for existing users to ensure that duplicates are not entered for their facility.

1. On the left-side panel, select **Administration**.
2. From the Administration Main Menu, select **Search/Add User** under User Management.
3. Enter the last name of the user requesting to be added into the **Last Name** field. Click the Search button. The **Search Results** area below will populate with all users for the facility with the last name entered. If no results are found, the Search Results area will not populate.
 - * To ensure that the user did not have a previously existing account that has since been inactivated, be sure to select **All** from the Inactive dropdown menu.
4. If the user exists, click on the User Name to view details. If not, click the **Add** button to add.

Search Results						
Show 10 entries		Search:				
User Name	First Name	Last Name	Organization (IRMS)	Facility	Access Level	Inactive
XTEST	X	TEST	TEST ORGANIZATION	TEST FACILITY	Facility Client	
Showing 1 to 1 of 1 entries						
						Add



The Facility Contact is responsible for granting and removing WyIR user access as necessary for employees with his or her facility. For each user added, one of the following permission levels will be granted:



- > **View Only**
- > **View/Add**
- > **Vaccine Coordinator**

>> Add View Only Users

View Only Users may search and view patient records for their facility, and create and print Official Records of Immunization. Users with this access level may not add or edit any information.

1. From the Web User Maintenance [Add] page, enter information into all required fields, which are highlighted in red:
 - > **User Name** should be the first initial of the first name with the full last name. If the username is already in use by someone with a similar name, like John Doe and Jane Doe, the User Name would be JDOE2.
 - > **First Name** should be the full legal first name.
 - > **Last Name** should be the full legal last name.
 - > **Access Level** should be set to **Facility View** for View Only Users.
 - > **Email** should be an email address **unique to only that user**. Shared accounts violate HIPAA privacy policies.
 - > Additional **Permissions** selected: **View User Reports Access**.
2. Click the **Save** button. The Web User Maintenance [Detail] page will display with a message that the web user record was added successfully.

Web User Maintenance [Detail]	
User Name:	JDOE
Inactive:	
First Name:	JANE
Middle Name:	
Last Name:	DOE
Credentials:	
Street:	
City:	
State:	
Zip Code:	
County:	All Counties
Work Phone:	ext:
Email:	JANE.DOE@TESTFACILITY.ORG
Access Level:	FACILITY VIEW
Organization (IRMS):	105050 - TEST ORGANIZATION
Facility:	TEST FACILITY
Comments:	
Permissions:	View User Reports Access



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- > **View Only**
- > **View/Add**
- > **Vaccine Coordinator**

>> Add View/Add Users

View/Add Users may search and view patient records for their facility, add and edit patients and patient information, and add and edit vaccination records.

1. From the Web User Maintenance [Add] page, enter information into all required fields, which are highlighted in red:
 - > **User Name** should be the first initial of the first name with the full last name. If the username is already in use by someone with a similar name, like John Doe and Jane Doe, the User Name would be JDOE2.
 - > **First Name** should be the full legal first name.
 - > **Last Name** should be the full legal last name.
 - > **Access Level** should be set to **Facility Client** for View/Add Users.
 - > **Email** should be an email address **unique to only that user**. Shared accounts violate HIPAA privacy policies.
 - > No additional **Permissions** are selected.
2. Click the **Save** button. The Web User Maintenance [Detail] page will display with a message that the web user record was added successfully.

Web User Maintenance [Detail]	
User Name:	ATEST
Inactive:	
First Name:	ALFRED
Middle Name:	
Last Name:	TEST
Credentials:	
Street:	
City:	
State:	
Zip Code:	
County:	All Counties
Work Phone:	ext:
Email:	ALFRED.TEST@TESTFACILITY.ORG
Access Level:	FACILITY CLIENT
Organization (IRMS):	105050 - TEST ORGANIZATION
Facility:	TEST FACILITY
Comments:	
Permissions:	



The Facility Contact is responsible for granting and removing WyIR user access as necessary for employees with his or her facility. For each user added, one of the following permission levels will be granted:




- > **View Only**
- > **View/Add**
- > **Vaccine Coordinator**

>> Add Vaccine Coordinators


Vaccine Coordinators are given all permissions to a View/Add User, and may also manage lot numbers and facility inventory, manage Physicians/Vaccinators, run Reminder/Recall, and receive scheduled reports regarding short-dated vaccine.

1. From the Web User Maintenance [Add] page, enter information into all required fields, which are highlighted in red:
 - > **User Name** should be the first initial of the first name with the full last name. If the username is already in use by someone with a similar name, like John Doe and Jane Doe, the User Name would be JDOE2.
 - > **First Name** should be the full legal first name.
 - > **Last Name** should be the full legal last name.
 - > **Access Level** should be set to **Facility Client** for Vaccine Coordinators.
 - > **Email** should be an email address **unique to only that user**. Shared accounts violate HIPAA privacy policies.
 - > Additional **Permissions** selected (Hold the Control [CTRL] key to select multiple): **Inactivate Lot Numbers, Lot Number Manager Access, Management Reports, Physician Administration, Run Reminder/Recall, and UFM Access.**

If the user is from a facility that is a VFC Program participant, also include **Provider Ordering.
2. Click the **Save** button. The Web User Maintenance [Detail] page will display with a message that the web user record was added successfully.



In addition to adding new user accounts, the Facility Contact may need to do the following:




- > **Update User**
- > **Inactivate/Reactivate User**


>> Update a User Account

An update in access type occurs when a user has a change in job duties that requires a change of access to the WyIR. For example, a new Vaccine Coordinator who previously had only View/Add Access would need their user account updated to reflect Vaccine Coordinator access and Vaccine Coordinator-level permissions.

1. On the left-side panel, select **Administration**.
2. From the Administration Main Menu, select **Search/Add User** under User Management.
3. Enter the last name of the user to be inactivated into the **Last Name** field. Click the Search button. The **Search Results** area below will populate with all users for the facility with the last name entered.
4. Select the user from the Search Results list to view the Web User Maintenance [Detail] page, then click the **Update** button.
5. Change the **Access Level** and **Permissions** as needed to reflect a View Only User, a View/Add User, or a Vaccine Coordinator.
 - * Permissions may be changed by using the [<<] and [>>] buttons to move permissions between the Available Permissions area (those permissions that are not being given to the user) and the Current Permissions area (those permissions that are to be given to the user).
6. Click the **Update** button. The Web User Maintenance [Detail] page will display with a message that the web user record was updated successfully.



The Facility Contact is responsible for granting and removing WYIR user access as necessary for employees with his or her facility.



>> Inactivate/Reactivate a User Account

Inactivation occurs when a user has a change in job duties or termination of employment that requires termination of access to the WYIR. Inactivation of the WYIR user account **MUST occur within 24 hours** of change in employment to comply with HIPAA privacy policies. Inactivation may also occur during the 30 Day Inactive User Purge.

1. On the left-side panel, select **Administration**.
2. From the Administration Main Menu, select **Search/Add User** under User Management.
3. Enter the last name of the user to be inactivated into the **Last Name** field. Click the Search button. The **Search Results** area below will populate with all users for the facility with the last name entered.
4. Select the user from the Search Results list to view the Web User Maintenance [Detail] page, then click the **Update** button.
5. Check the checkboxes for **Set Inactive**, then click the **Update** button.
6. A **Y** will appear beside **Inactive** on the Web User Maintenance [Detail] page, along with a message that the web user record was updated successfully. The user will no longer be able to access their WYIR account.

Web User Maintenance [Detail]	
User Name:	ATEST
Inactive:	Y
First Name:	ALFRED
Middle Name:	
Last Name:	TEST

Reactivation may occur, for example, following the 30 Day Inactive User Purge process. The account may be reactivated following the same process. For users currently marked **Y** for Inactive:

1. From the Web User Maintenance [Detail] page, click the **Update** button.
2. Check the checkboxes for **Set Inactive** so that they are no longer highlighted, then click the **Update** button.
3. A **Y** no longer appears beside Inactive on the Web User Maintenance [Detail] page, along with a message that the web user record was updated successfully. The user may now access their WYIR Account.